

FINET Fact Finding Mission Results in Program Enhancements

Over the past three months, State Finance has been conducting fact finding meetings with state agencies to gather and document concerns users have with New FINET. We met with the following organizations:

- Tax Commission
- Agriculture and Food
- Alcoholic Beverage Control
- Transportation
- Governor's Office of Planning and Budget
- Governor's Office of Economic Development
- Community and Culture
- Courts
- Natural Resources
- Board of Education
- School for the Deaf and Blind
- Administrative Services
- Environmental Quality
- Health
- Human Services
- Workforce Services

Each meeting was informative and mostly positive. Common issues communicated to us included document printing, approvals and workflow, and system response time, among others. Each meeting also gave us an opportunity to discuss the benefits of the next FINET upgrade (a much smaller upgrade coming up this winter — it will provide many enhancements to the system), FINET training, and the new user groups we are forming.

As a direct result of these fact finding meetings we have made the following improvements to New FINET:

1. Highlighted the required fields on the CR, DO and GAX documents.
2. Added function or hot key actions to FINET. See page 4 of this edition of Fineline for a list of these function and hot keys that you can cut out and use as a reference. If you would like to suggest a FINET action that would make a good hot or function key please contact the FINET Help Desk and we'll consider it.
3. Added the fund accounting elements to the accounting line grid in several documents. We are also looking at the possibility of adding the detail (function, activity, program, program period) accounting elements to this grid. However, adding too many fields to this grid may cause some folks to scroll more left to right as we try to save them from the effort of scrolling up and down.

We are continuing to work on ways to address the other issues that were brought out in these meetings and will keep agencies informed of progress. Some of these issues may require more time to address due to their complexity.

Thanks to all of you who participated in the fact finding process, we hope it was as much a benefit to you as it was for us.

Fact Finding Mission

FINET User Groups

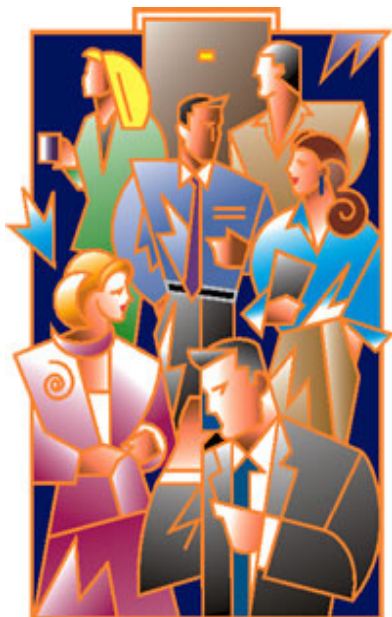
Help Desk FAQs

IET ITI/ITA Postings

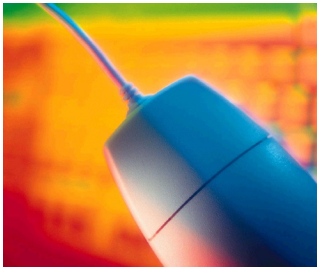
FINET Function Key Template

IET Entry Methods

Trainers Corner



FINET User Groups



Beginning this month, the Division of Finance trainers will host FINET User Group meetings for functional areas of FINET, starting with the Payables User Group. The goals of the FINET User Groups are to share information and best practices among state agencies, and to provide FINET functional area-specific input to the Division of Finance and the FINET software vendor.

The Division of Finance will organize a user group for each functional area of FINET (i.e., Payables, Receivables, Internal Transactions, etc). Each user group will consist of 15 - 30 FINET users from different state agencies. We will meet once a month for an hour in a moderated on-line environment that will allow members to participate from their location. (Translation – minimal or no travel involved.)

Based on FINET usage, the Division of Finance will invite individuals to join a group. The members must be willing and able to share the user group information with others in their department. If you don't receive an invitation and you are interested in participating in one of the user groups, please contact Larry Simpson (lsimpson@utah.gov) or Julia Wilkins (jawilkins@utah.gov).

User Groups will begin meeting as follows:

April 10th – first Payables User Group meeting

May (TBA) – first Internal Transactions User Group meeting

June (TBA) – first Receivables User Group meeting

June (TBA) – first Fixed Assets User Group meeting

July (TBA) – first Purchase Order User Group meeting

July (TBA) – first Budgeting User Group meeting

Additional dates related to upcoming User Group meetings will be provided in future issues of the FineLine.



Help Desk FAQs

by Ken Roner

Q.

For documents awaiting approval, how can I see what worklist a pending document has been routed to?

A.

You can use the “Track Work In Progress” feature in FINET to determine what worklist(s) a document has been routed to. After the document is approved, you can view the approvals by using the same feature.

What to do?

Open the document from the Document Catalog, then select Action Menu, Approve, Track Work in Progress.

The worklist(s) the document has been routed to will be listed in a grid. After the document has been approved, the approvers name will be listed next to the Approval Worklist in the grid. For additional details, such as the date/time of the approval, you can click on the View Log link at the bottom of the Track Work In Progress page.

Track Work in Progress - GAX - 100 - 71100001666 - 2

The worklist(s) assigned will be listed here

Once approved, approver name(s) will be listed here

Date Submitted : 3/14/2007

Submitter : David Lamb

Seq No	Approval Level	Assignment Date	Assignee Name	Approval Status	Approval User Name
✓ 1	12	2007-03-14	DAS - Risk Management	Pending	
View Log		click this link for additional details regarding approvals			

IET ITI/ITA Postings

IET and ITI/ITA documents post the debits and credits based on the initiator selected and whether the dollar amount is positive or negative. The following table describes how FINET determines the debits and credits.

Initiator	Exchange Details = 1 st Party		2 nd Party	
	Positive Amount	Negative Amount	Positive Amount	Negative Amount
Provider/Seller	credit	debit	debit	credit
Receiver/Buyer	debit	credit	credit	debit

The following examples illustrate how the debits and credits post when you choose to be the Provider/Seller and when you choose to be the Receiver/Buyer. It seems to cause confusion for many people when they try to use Provider/Seller some of the time and Receiver/Buyer part of the time. **We recommend that you determine which way is easier for you to work with and then consistently use that one.**

Provider/Seller Examples:

Expenditure correction

A transaction for \$475 was incorrectly posted to expenditure object 6181 and should have posted to 6136.

Correcting entry options:

◆ **Positive dollar amounts:**

1st Party 6181 \$475 (credit to reverse incorrect entry)

2nd Party 6136 \$475 (debit to post correct entry)

OR

◆ **Negative dollar amounts:**

1st Party 6136 \$- 475 (debit to post correct entry)

2nd Party 6181 \$- 475 (credit to reverse incorrect entry)



Revenue correction

A transaction for \$200 was incorrectly posted to revenue source 2847 and should have posted to 2710.

Correcting entry options:

◆ **Positive dollar amounts:**

1st Party 2710 \$200 (credit to post correct entry)

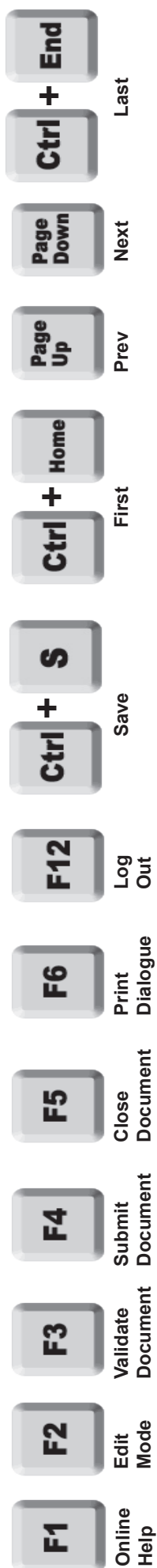
2nd Party 2847 \$200 (debit to reverse incorrect entry)

OR

◆ **Negative dollar amounts:**

1st Party 2847 \$- 200 (debit to reverse incorrect entry)

2nd Party 2710 \$- 200 (credit to post correct entry)



Receiver/Buyer Examples:

Expenditure correction

A transaction for \$475 was incorrectly posted to expenditure object 6181 and should have posted to 6136.

Correcting entry options:



◆ **Positive dollar amount:**

1st Party 6136 \$475 (debit to post correct entry)

2nd Party 6181 \$475 (credit to reverse incorrect entry)

OR

◆ **Negative dollar amounts:**

1st Party 6181 \$- 475 (credit to reverse incorrect entry)

2nd Party 6136 \$- 475 (debit to post correct entry)

Revenue correction

A transaction for \$200 was incorrectly posted to revenue source 2847 and should have posted to 2710.

Correcting entry options:

◆ **Positive dollar amounts:**

1st Party 2847 \$200 (debit to reverse incorrect entry)

2nd Party 2710 \$200 (credit to post correct entry)

OR

◆ **Negative dollar amounts:**

1st Party 2710 \$- 200 (credit to post correct entry)

2nd Party 2847 \$- 200 (debit to reverse incorrect entry)



IET Entry Methods

Some FINET users find it cumbersome matching the Initiator (1st party) lines with the associated 2nd party lines when completing an IET. FINET provides 2 methods for entering the multiple lines that use the **same event type**. You may find one of them easier to use than the other.

Method 1

With method 1 you complete an Initiator (1st party) line and the associated 2nd party line(s) for each entry. The total for each 1st party line equals the total of the associated 2nd party line(s). With this method you may have multiple Initiator lines even though they use the same event type.

Scenario

You discovered two transactions that were coded incorrectly as follows:

- A. \$475 was charged to 6181 (Office Supplies) and should have been coded to 6186 (photocopy expense).
- B. \$518 was charged to 6181 (Office Supplies) and should have been coded as follows: \$187 to 6182 (Printing and Binding), \$297 to 6185 (Books and Subscriptions), and \$34 to 6186 (Photocopy Expenses).

Correcting Entry

	Initiator	1 st Party			2 nd Party		
		Code	Amount		Code	Amount	
A	Provider/Seller	6181	\$ 475	cr			
					6186	\$ 475	dr
B	Provider/Seller	6181	\$ 518	cr			
					6182	\$ 187	dr
					6185	\$ 297	dr
					6186	\$ 34	dr

Method 2

With method 2 you complete a single Initiator (1st party) line for \$0 (zero) dollars and then use positive and negative amounts in the 2nd party lines to generate the debit and credit entries. The total for the 1st party equals the total of the 2nd party. FINET posts \$0 to the first party coding block and the dollar amounts to the 2nd party coding blocks. With this method you can have a single initiator line for multiple entries using the same Event Type.

Using the same scenario as above the correcting entry would look like the example below.

Correcting Entry

	Initiator	1 st Party			2 nd Party		
		Code	Amount		Code	Amount	
A&B	Provider/Seller	6181	\$0	cr			
					6181	* -993	cr
					6186	\$ 475	dr
					6182	\$ 187	dr
					6185	\$ 297	dr
					6186	\$ 34	dr

$$* 475 + 518 = 993$$

T R A I N E R S



*Julia Wilkins, Larry Simpson
Division Of Finance Trainers*

C O R N E R

FINET training for April has been scheduled as follows:

<i>Budget</i>	<i>Internal Transactions</i>	<i>Receivables</i>
4/19 - 8 am - noon	4/24 - 8 am - noon	4/18 - 8 am - noon
<i>Cash Receipts</i>	<i>Inventory</i>	<i>Requisitions</i>
4/17 - 8 am - noon	4/25 - 8 am – 4 pm	4/24 - 1 – 5 pm
<i>Document Approval</i>	<i>Payables</i>	<i>April Mini-Course – IET's Forward and/or Backward</i>
4/18 - 10 – 11 am	4/18 - 1 – 5 pm	4/12 - 10 - 10:20 am
<i>Fixed Assets</i>	<i>Purchase Orders</i>	4/12 - 2 - 2:20 pm
4/19 - 1- 5 pm	4/17 - 1 – 5 pm	4/26 - 10 - 10:20 am
		4/26 - 2 - 2:20 pm

Due to parking restrictions at the State Capitol, all courses for the month of April will be offered exclusively via our remote training software, allowing you to take courses at your work location. You will need a computer with an internet connection and access to a good quality telephone in order to attend these remote courses.

APRIL MINI-COURSE

Do you have trouble getting IET transactions to post the dollars where you want them? If so, let us show you an alternative method for creating IET's that may simplify your life. Join us for April's Mini-Course – "IET's Forward and/or Backward." Mini-Courses are short, 20-minute training sessions that offer tips and tricks for using different aspects of FINET. These courses are taken at your location using our remote learning software.

TO REGISTER FOR ANY OF THESE COURSES:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>

Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.